



## **EQUALITY, DIVERSITY & INCLUSION POLICY**

### **Aims**

Membership of Letchworth Arts and Leisure Group (LALG) is open to all adults. We recognise the importance and benefit of an environment in which equality, diversity and inclusion are promoted. We aim to support and celebrate differences and to foster an inclusive organisation.

We aim to treat our Members and all others with whom we come into contact with equal respect, regardless of any personal characteristics, including: age, disability, gender, marital or civil status, race (including colour, nationality, ethnic or national origin), religion or belief, political belief, sexual orientation, gender re-assignment, class or socio-economic status.

We will work towards increasing the diversity of our membership and those involved in running LALG to reflect that of our local community.

### **Commitments**

- We value our Members and all others with whom we come into contact and we will do all we can to create a welcoming environment, treat them in a respectful manner and ensure they are made to feel equally welcome and respected.
- All Members and any others representing LALG are expected to treat each other with respect and dignity.
- We will not tolerate inappropriate, violent or abusive behaviour or offensive and inflammatory language, remarks and behaviour.
- We will assist Members and all others with whom we come into contact in constructively tackling any inappropriate, violent or abusive language or behaviour.
- We will raise awareness of equality, diversity and inclusion issues.
- We will offer training to Committee and LALG team members and group contacts.
- We will encourage our discount suppliers, partners and linked organisations to respect our policy.
- We will make every effort to use venues that are accessible to all and will respond positively to any requests for improving access and make reasonable adjustments where possible.
- If any Member has a specific access or other requirement, we will also make every effort to accommodate it.

## **Diversity officer**

- The LALG Committee will appoint a Diversity Officer to advise it on equality, diversity and inclusion issues.
- The person will normally be a LALG Committee member but can be another LALG Member with appropriate experience.
- The Diversity Officer will assist the Committee in drawing up any action plans to help it achieve its aims and commitments.
- The Diversity Officer will provide an annual report to the Committee on equality, diversity and inclusion issues
- The Diversity Officer will provide other information and guidance as required.

## **Responsibilities**

- The Committee is responsible for ensuring the provision of advice, guidance and information on equality, diversity and inclusion issues, to Group Contacts and Members.
- The policy will be published on the LALG website for the information of Members. It will also be included in the guidance provided to Group Contacts.
- The policy will be reviewed on an annual basis.

## **Scope of Membership**

- Membership of LALG is on a household basis, provided the household has at least one adult member.
- However, if one or more members of a household has a non-resident carer due to age, disability or a medical condition and needs the carer to accompany them to LALG activities and events, then membership will also cover the carer.

## **Dealing with complaints**

- We will take any complaints about discrimination or harassment very seriously.
- Any Member or other person who feels they have not been treated in accordance with the standards set out in this policy can raise a complaint under the process set out in LALG's Complaints policy.
- The Complaints policy is available on the LALG website or from the LALG Secretary.

Review date: May 2023

**This policy was approved by the Committee at its meeting on 24 May 2022**